

## Non-individual information Checklist

For your convenience a list of information required to complete your financial statements and income tax return is provided below. If required print the checklist and send it in with the supporting documents and other information.

Where this is the first time we are completing the financial statements and income tax return, please provide a copy of your last lodged financial statements and income tax return.

### Non-individual details

If any of the details below have changed since your last financial statements and income tax return, please ensure you have included the update below.

Entity name	
Trading name	
Tax File Number (TFN)	
Australian Business Number (ABN) <i>(if applicable)</i>	
Australian Company Number (ACN) <i>(if applicable)</i>	
Email	
Phone number	
Address	

*If any of the following apply to you, please provide all applicable information. Tick if applicable.*

### Other information to provide

If any of the following apply to you, please provide all applicable information.

If an accounting or bookkeeping software is used, could you please provide a copy of the file or access to the file.

Bank statements for the full financial year

Loan or mortgage statements for the full financial year

Any new hire purchase and lease agreements entered into during the year

Debtors listing as at 30 June of the year being prepared

Creditors listing as at 30 June of the year being prepared

Stock on hand as at 30 June of the year being prepared

Copies of the PAYG Payment Summaries lodged with the ATO for the year

Superannuation paid and payable details

Did you purchase any assets throughout the year for use in the business (e.g. plant and equipment, motor vehicle etc)? If so, please provide copies of all purchase documents, including (where applicable);

- Purchase invoice
- Any financing documents

Did you sell or dispose of any assets throughout the year for use in the business (e.g. plant and equipment, motor vehicle etc)? If so, please provide copies of all disposal documents, including (where applicable);

- Sale invoice
- Any documents in relation to the payout of financing arrangements where not repaid in full previously
- Where scrapped – detail of which item was scrapped/disposed of and when

Details of any other assets (including investments) purchased or sold during the year

Where the entity is a superannuation fund, market values of all assets held at the end of the financial year

Any other relevant details in relation to the financial statements and income tax return not previously listed

**Where this is the first year being prepared by our office (where applicable)**

Trust deed, including any subsequent variations

Trustee details

Company Constitution

Minutes and resolutions

Share certificates

Fixed asset register

Company register